



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Request for Travel Support to Attend the 2021 Regional Areas of Concern Conference

Submission Deadline is Friday, September 3, 2021

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) is administering funding to assist local representatives from the U.S. and binational Great Lakes Areas of Concern (AOC) in attending the regional AOC conference being held Sept. 29-30 in Muskegon, Michigan. Travel support is intended for members of local AOC advisory councils and other partners supporting the AOC process. **Funding is limited and will only be authorized after submission and approval of this request form. The request must be submitted by the chair of the AOC advisory committee or the state AOC coordinator.**

Applicants will be required to register as vendors with the Michigan Statewide Integrated Governmental Management Application (SIGMA) to receive reimbursement. Funding will be limited to the amount approved in advance by EGLE and will be provided on a reimbursement basis after submittal of all receipts and a completed travel reimbursement form. Eligible expenses include lodging, meals, least-cost transportation and incidentals (e.g., tolls) and the conference registration fee. Travel funding may be requested for more than one representative from an AOC. However, we are asking for a single proposal and a single reimbursement request per AOC, even if multiple representatives are receiving travel support. Priority will be given to supporting travel from as many AOCs as possible, and preference will be given to requests demonstrating efficient travel and lodging arrangements (e.g., carpooling, sharing hotel rooms, etc.).

REQUESTED BY:

Name: _____

Area of Concern: _____

Address: _____

Phone: _____

Email: _____

**Maximum
Amount Requested:** \$ _____

Explanation:
(Travel mode, lodging,
other expenses) _____

**Individual(s) who will
receive travel support:** _____

**Who will submit the
reimbursement request?** _____

RETURN COMPLETED FORM BY Friday, September 3, 2021 to:

Kimberly Passick, Michigan Department of Environment, Great Lakes, and Energy
Box 30458
Lansing, MI 48909-7958
Phone: 517-331-8776
Email: passickk@michigan.gov